



## Hosting and adding captions in Microsoft Stream

In this guide we will cover how to caption existing video recordings using Microsoft Stream. If you've not recorded a narrated screencast, you'll need to do this first.

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Sign in to <u>Microsoft office</u> and select Stream from the list of applications.







You can choose to turn captions when you upload your video to Stream or you can edit video settings afterwards. When you click to upload a video ensure you set the video language, then in the options settings click to allow an auto generated caption file. Then click publish.

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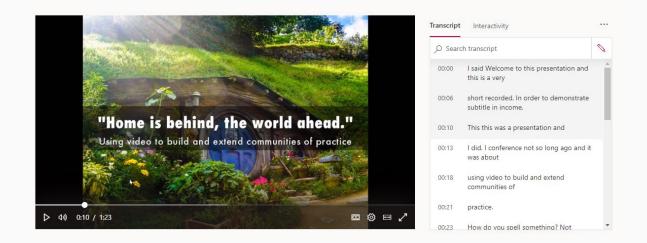




If you already have a video in your Stream area that you'd like to turn captions on, using the pencil icon select edit and tick the Autogenerate a caption file option.

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Once Stream has processed the caption file, you will then be able to turn on captions on your video playback. You can edit your transcript on the right-hand side of the video using the pencil tool.



For sharing options, please see the guide on embedding on student platforms. For any further help or support please contact <u>digitaled@liverpool.ac.uk</u>



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